



7TH MARCH 2025 | ISSUE 8

# THE LEGAL INSIGHT

The Official LSK Weekly Newsletter

## SUMMARY OF COURT OF APPEAL DECISION IN NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY V. ERASTUS GITONGA & OTHERS

On February 21, 2025, the Court of Appeal delivered a pivotal ruling in the case of National Environment Management Authority (NEMA) v. Erastus Gitonga & Others. This judgment has significant implications for legal practitioners in the public sector, particularly in-house counsel. The court upheld a lower court's ruling requiring NEMA to provide long-overdue allowances to its legal officers, further clarifying the rights of public sector employees under existing labor laws and regulations.

### Background

The respondents, qualified advocates serving in NEMA, sought entitlements to a non-practice allowance and a prosecutorial allowance, as specified in applicable government circulars. NEMA contested its obligation to pay these allowances, asserting that its internal human resources policies should govern employee remuneration.

### Key Findings of the Court

#### 1. Enforcement of Public Service Policies

The court confirmed that NEMA, as a public body, is governed by the Public Service Code of Conduct (2006, as revised) and the Public Service Commission Human Resource Policy of 2016. This ruling stresses that public agencies must adhere to the guidelines set by the Public Service Commission (PSC) regarding employment.

#### 2. Right to Allowances

The court determined that the PSC's circulars on allowances are mandatory. As a result, the court affirmed the respondents' right to both the non-practice and prosecutorial allowances, ruling that NEMA's arguments against payment were unfounded.

#### 3. Discrimination and Fair Compensation

### FEATURED

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The judgment highlighted that NEMA's refusal to grant these allowances constituted unfair labor practices and discriminatory treatment. The court noted that colleagues in similar roles within the public sector were receiving these allowances while the respondents were unjustly denied them.

#### **4. Burden of Proof**

A crucial takeaway from this decision is that the responsibility to prove the applicability of differing remuneration policies lay with NEMA. The absence of substantial evidence to counter the claims of the respondents led to the court upholding their requests.

#### **Implications for In-House Counsel**

This ruling is a watershed moment for in-house legal practitioners in public service, signaling that:

- **Entitlement to Allowances:** In-house counsel are entitled to seek allowances as stipulated in government circulars and public service regulations.
- **Alignment of Policies:** Public agencies must ensure that their internal policies conform to national public service regulations, reaffirming that in-house counsel cannot be denied the same benefits afforded to their peers.
- **Recourse for Employment Grievances:** The decision establishes a precedent for addressing similar concerns, empowering public sector legal professionals to seek justice against unfair practices.

#### **Acknowledgment**

The Society expresses sincere gratitude to the law firm of Mwangi Macharia & Njeru for their vital representation of the respondents since 2018 in this landmark case and waiving the Kshs. 50,000 pro bono disbursement.





## INSPECTION OF LAW FIRMS IN NYAHURURU TOWN

The Practice Standards and Ethics Committee, together with the Practice Standards Directorate, conducted an inspection of law firms exercise in Nyahururu town in a bid to monitor compliance with the Practice Rules and [#WeedOutMasqueraders](#)

On the 27th day of February, 2025, the Practice Standards and Ethics Committee led by Council Member Mr. Stephen Wanjiru, Nyahururu Chapter Chairperson Ms. Maureen Muriithi and a team from the Secretariat visited the town and conducted inspection on several law firms in the town. During the said inspection the team discovered that there were several law firms which were operating without an advocate manning the offices contrary to Practice Rules.

Additionally, two masqueraders were arrested for impersonating advocates. They were booked at Nyahururu Police Station awaiting further investigations and arraignment in Court.

We continue to urge members of the public to be on the lookout for individuals posing as advocates by confirming admission and practice status via <http://https.online.lsk.or.ke> Reports of suspected masqueraders can be made to the Law Society of Kenya through the Practice Standards Directorate on [practicestandards@lsk.or.ke](mailto:practicestandards@lsk.or.ke)




Council Member Stephen Wanjiru and Nyahururu Chapter Chairperson Ms. Muriithi addressing the media.



## NEWS SEGMENT

# LSK ORDINARY GENERAL MEETING TO BE HELD BOTH PHYSICALLY & VIRTUALLY AT THE GRAND ROYAL SWISS HOTEL, KISUMU ON FRIDAY, 28TH MARCH, 2025 AT 11:00 A.M



**Law Society of Kenya**

Lavington, Opp Valley Arcade, Gitanga Road  
P.O Box 72219-00200 Nairobi, Kenya  
Tel: +254 799 595 800  
Website: www.lsk.or.ke  
Email: lsk@lsk.or.ke

TO:  
ALL MEMBERS OF THE  
LAW SOCIETY OF KENYA

Our Ref: G/2

Date: 25<sup>th</sup> February 2025


NOTICE IS HEREBY given pursuant to Section 30(1), Section 32 of the Law Society Act, 2014 and Regulation 75 (1) of the Law Society of Kenya (General) Regulations, 2020, that an ORDINARY GENERAL MEETING of the Law Society of Kenya, is convened for and shall be held, both physically and virtually through the Zoom/Webinar Platform at the Grand Royal Swiss Hotel, Kisumu on Friday, 28th March, 2025 at 11:00 a.m.

**AGENDA**

1. Secretary to read the Notice Convening the Meeting;
2. Adoption of the Agenda;
3. Silence in tribute to members departed;
4. Confirmation of Minutes of the Ordinary General Meeting (AGM) held virtually/ in person on Friday 22nd March, 2024 at The Rift Valley Sports Club (RVSC), Nakuru at 11:00am;
5. Matters Arising;
6. Report of the Council 2024, pursuant to Section 30(2) of the Law Society of Kenya Act, 2014 and Regulation 24 of the Law Society (General) Regulations, 2020;
7. Presentation of the Accounts and Balance Sheets for the year ending 31st December, 2024, pursuant to Section 38(1) & (2) of the Law Society of Kenya Act, 2014 and the appointment of the Society's Statutory Auditors for the financial year ending 31st December 2025, Pursuant to Regulation 52(1) & (2) of the Law Society of Kenya (General) Regulations, 2020;

[Click Here](#) to access the full notice.

Dated 25th February 2025

  
FLORENCE W. MUTURI  
SECRETARY/CEO


Faith Odhiambo (President), Mwaura Kabata (Vice-President)  
Tom K'opere, Teresia Wavinya, Hosea Manwa, (General Membership Representatives)  
Gloria Kimani, Irene Otto, Stephen Mbugua (Nairobi Representatives)  
Vincent Githaiga, Linda Kiome, Hezekiah Asego, Zulfia Roble (Upcountry Representatives)  
Elizabeth Wanjeri (Coast Representative)





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Elizabeth Wanjeri (Coast Representative)



NEWS SEGMENT

## ANNUAL DINNER, DANCE & AWARDS CEREMONY- FRIDAY 28TH MARCH 2025



LAW SOCIETY OF  
KENYA

Lavington, Opp. Valley Arcade  
Gitanga Road  
P. O. Box 72219-00200  
NAIROBI  
Tel. 0111 045 300

### ANNUAL DINNER, DANCE & AWARDS CEREMONY FRIDAY, 28TH MARCH 2025

The Law Society of Kenya will hold its Annual Dinner, Dance & Awards Ceremony at the The Grand Royal Swiss Hotel, Kisumu, on Friday, 28th March 2025 from 6:30p.m.

The Annual Dinner themed: *"Keeping Justice Alive through the Spirit of the Law"* (Dress code: Black with a touch of silver) will also include an Award Ceremony for various categories to encourage good governance principles, administration of justice, and professionalism among the members.

The event will be graced by a cross-section of members of the legal profession and friends of the Society, high ranking officials from the Judiciary, ODPP, the Attorney General, County Governments, Non-Governmental organizations, corporate heads among others.

It is with this regard that we cordially invite you to attend the Annual Dinner. Members are welcome to bring one guest/colleague to accompany them at the event. Please find the cost of the dinner and packages available below:

- Cost per person (1pax)- Kshs.5,000/-
- Cost per couple (2pax)- Kshs.9,000/- (must book as a couple)
- Cost per Corporate table (8pax) - Kshs.100,000/- (must book as a group)

Members who wish to attend should book the event [online](#) as per the instructions provided below:

#### Booking and Payment Procedure:

- Log-in to your online account
- Proceed to book for the Annual Dinner event
- Download the invoice from the portal

Proceed to make payment either through the Mpesa or deposit/transfer to the Law Society of Kenya Commercial Bank (KCB) Account as per the details provided in the invoice. While making the payment via mpesa, please quote the Invoice Reference number as the Account Number.

Faith Odhiambo (President), Mwaura Kabata (Vice-President)  
Tom K'opere, Teresia Wavinya, Hosea Manwa, (General Membership Representatives)  
Gloria Kimani, Irene Otto, Stephen Mbugua (Nairobi Representatives)  
Vincent Githaiga, Linda Kiome, Hezekiah Aseso, Zulfa Roble (Upcountry Representatives)  
Elizabeth Wanjeri (Coast Representative)





CONTD...



LAW SOCIETY OF  
KENYA

Lavington, Opp. Valley Arcade  
Gitanga Road  
P. O. Box 72219-00200  
NAIROBI  
Tel. 0111 045 300

Kindly note the following:

- The bookings will only be confirmed upon making the payment.
- All bookings and remittances must be received not later than **26th March 2025.**
- You will not be able to make payment without making online booking and obtaining an invoice.
- The invoice will not be transferable.
- No cash or cheque payment will be allowed at the LSK Secretariat.
- Cancellation or transfer of (payments) requests must be made in writing (e-mail or letter) and reach LSK office at least 24 hours before the date of the event. Cancellations done after the expiry of 24 hours or after the event will not be granted.

For more information or any clarification, kindly email Sophie Kaibiria via [sophie.kaibiria@lsk.or.ke](mailto:sophie.kaibiria@lsk.or.ke)

Dated 28th February 2025

FLORENCE W. MUTURI  
SECRETARY/CEO

Faith Odhiambo (President), Mwaura Kabata (Vice-President)  
Tom K'opere, Teresia Wavinya, Hosea Manwa, (General Membership Representatives)  
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NEWS SEGMENT

**ABA ANNUAL GENERAL MEETING TO BE HELD BOTH PHYSICALLY & VIRTUALLY AT THE GRAND ROYAL SWISS HOTEL, KISUMU ON FRIDAY 28TH MARCH 2025 AT 8:00AM**

**The Advocates' Benevolent Association**



TO:  
ALL MEMBERS OF THE  
ADVOCATES' BENEVOLENT  
ASSOCIATION

Lavington, opp Valley Arcade, Gitanga Road  
P.O Box 72219-00200 Nairobi, Kenya  
Dropping Zone 149 - Revlon Plaza  
Tel: +254 20 387 4664  
Cell: +254 720 904983  
Fax: +254 20 387 5534  
Website: [www.lsk.or.ke](http://www.lsk.or.ke)  
Our Ref: ABA/AGM

Date: 25<sup>th</sup> February, 2025

NOTICE IS HEREBY GIVEN, pursuant to Rule 21 of the Advocates' Benevolent Association Rules, that the ANNUAL GENERAL MEETING of the Association is convened for and shall be held, both physically and virtually through the Zoom/Webinar Platform, at The Grand Royal Swiss Hotel, Kisumu, on Friday, 28th March, 2025 at 8:00 a.m.

**AGENDA**

1. Secretary to read the Notice convening the Meeting;
2. Adoption of the Agenda;
3. Silent tribute to Departed Members;
4. Confirmation of the Minutes of the General Meeting held both physically & virtually at the Rift Valley Sports Club (RVSC), Nakuru on Friday, 22nd March, 2024;
5. Confirmation of the Minutes of the Special General Meeting held virtually on Friday, 6th December, 2024;
6. Matters Arising;
7. The Report of the Board of Management for the year ending 31st December, 2024;
8. Presentation of the Accounts and Balance Sheet for the year ending 31st December, 2024;
9. Consideration of the engagement of a Consultant to review the ABA Rules, and if members deem it fit, by a resolution, approve the engagement with the related costs to be defrayed from the Association's funds;
10. Notices of Motion, if any; and
11. Any other Business.

BY ORDER OF THE BOARD

FLORENCE W. MUTURI  
SECRETARY/CEO

Byron Menezes (Mr.) (Chairperson), Fridah Jepkoech Lotulya (Ms.) (Treasurer)  
Deborah Anditi Ajwang (Ms.) (Member), Elna Mudibo Wambua (Ms.) (Member) Faith M. Odhiambo (Ms.)  
(LSK President & Ex-Officio Board Member), Mwaura Kabata (Mr.) (LSK Vice-President & Ex-Officio Board Member),  
Florence W. Muturi (Ms.) (Secretary/CEO & Ex-Officio Board Member)





## COUNCIL DECISIONS TAKE ON 10TH FEBRUARY 2025

The Council Decisions on applications taken on 10th February 2025 for admission to the Roll of Advocates, Practicing Certificates, Notary Public and Commissioner for Oaths and Admission petitions can be accessed on the link; [https://drive.google.com/drive/folders/1x7AV\\_igD1EaBqI\\_UPtWvH7jbfbkCfM5Vw?usp=sharing](https://drive.google.com/drive/folders/1x7AV_igD1EaBqI_UPtWvH7jbfbkCfM5Vw?usp=sharing).

# DID YOU KNOW ?



### The Purpose of Retirement Savings

Did you know that the foremost objective of a retirement benefits scheme is poverty reduction in old age?

Thus, retirement savings are long-term funds that should be managed securely with the goal of achieving adequate, affordable, and sustainable income throughout a member's retirement life. Accessing retirement savings ahead of time undermines the goal of obtaining a pension or retirement income capable of providing a decent standard of living in old age.





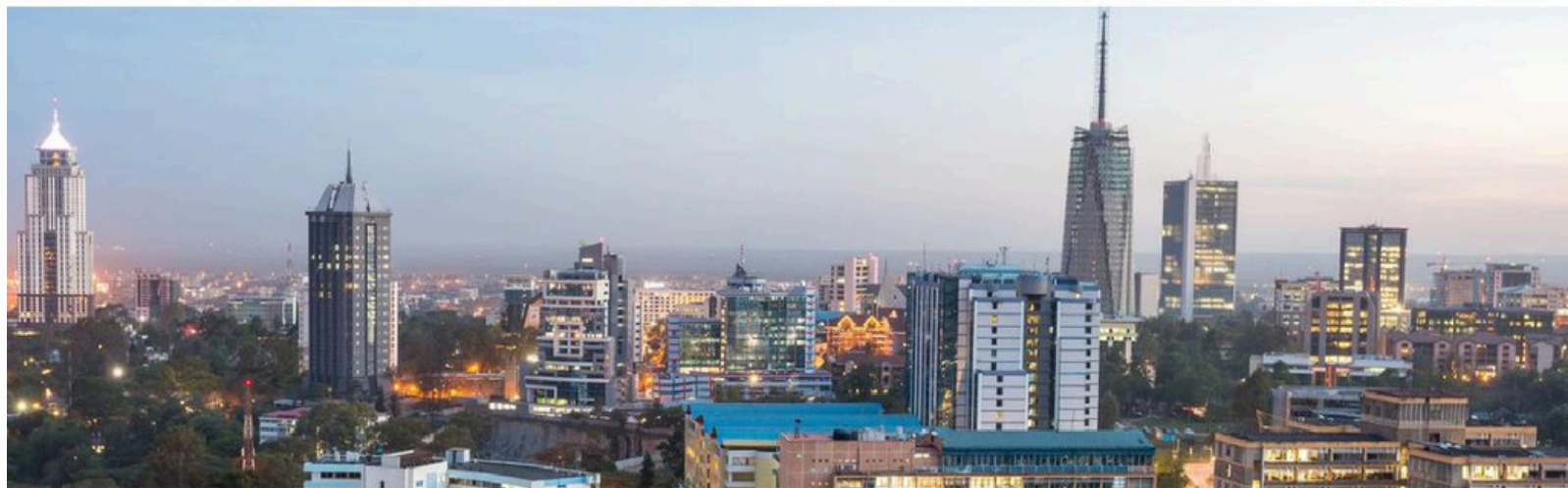


NOTICES

# THE NAIROBI ARBITRATION WEEK 2025



## The Nairobi Arbitration Week 2025



**Theme:**  
Arbitrating in the Age of Sustainability

**Hyatt Regency: 17<sup>th</sup> – 21<sup>st</sup> March**  
**Register:** <https://conf.ncia.or.ke/>

HOST



CO-HOST



MEDIA PARTNERS



2 CPD Points for LSK Members



Proudly organised & hosted by



Co-hosted by



+254 722 200 496

[nairobiarbitrationweek@ciarbkenya.org](mailto:nairobiarbitrationweek@ciarbkenya.org)

+254 771 293055

[conference@ncia.or.ke](mailto:conference@ncia.or.ke)





## A LOOK INTO THE GOVERNANCE ROLE OF THE OFFICE OF THE AUDITOR GENERAL - BY SOPHIE KAIBIRIA

The Constitution of Kenya pronounced 14 commissions and two independent offices; covering human rights; land; elections; salaries in the public sphere; appointments and disciplinary action for the police, public service, judiciary, parliament, and teachers; and allocation of revenue (for counties). The independent offices are the Auditor-General and Controller of the Budget. Their independence is ensured by constitutional provisions that they are subject only to the constitution and the law, and are not to be directed or controlled by any person or authority (including the president). Parliament has to "allocate adequate funds to enable them to discharge their functions".

Their major responsibilities are to protect the sovereignty of the people; to ensure that all state organs observe democratic values and principles; and to promote constitutionalism, (this includes all constitutional values and principles). A key objective of these Katiba Corner articles is to investigate whether they have achieved these objectives or have instead been co-opted by state institutions, descending to the latter's levels of inefficiency, greed and irresponsibility.

The Office of the Auditor General has come in sharp focus in the country in the recent days due to its pivotal mandate to ensure good governance in public fund utilisation. The primary role of the Auditor General in Kenya is the oversight or assurance role of ensuring accountability within the three arms of government (the Legislature, the Judiciary, and the Executive) as well as the Constitutional Commissions and Independent Offices.

The role of the Auditor General in Kenya derives from Article 229 of the Kenyan Constitution but is also guided by other legislation that include the Public Audit Act 2015, The Public Finance Management Act 2012 and the International Standards of Supreme Audit Institutions.

On to the Role of the Auditor General it is defined in Article 229 of the Constitution, within six months after the end of each financial year, the Auditor-General shall audit and report, in respect of that financial year, on the-

- Accounts of the national and county governments;
- Accounts of all funds and authorities of the national and county governments;
- The accounts of all courts;
- Accounts of every commission and every independent office set up by the Constitution;
- Accounts of the National Assembly, the Senate, and the county assemblies;
- The accounts of political parties that receive funding from public funds;
- Public debt (how much the government owes to lenders); and
- Accounts of any other entity that legislation requires the Auditor-General to audit.

Article 229 of the Constitution extends the role of the Auditor General in Kenya as follows-

- The Auditor-General may audit and report on the accounts of any entity that receives money from public funds.



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- An audit report shall confirm whether or not public money has been applied lawfully and in an effective way. [According to ICPAK\(External Link\)](#), this requires the Auditor-General not only to look at the fiscal and managerial accountability aspects but also to confirm whether or not the programmes implemented lead to results and outcomes that positively transform the lives of our people.

The Auditor General shall [submit the audit reports](#) to Parliament (National Assembly and Senate) or the relevant County Assembly for each county.

Within three months after receiving an audit report, Parliament or the County Assembly shall debate and consider the report and take appropriate action.

Other roles of the Auditor General are dotted in Section 7 of the Public Audit Act which stipulates that office holder shall-

- Give assurance on the effectiveness of internal controls, risk management and overall governance at national and county government;
- Satisfy themselves that all public money has been used and applied to the purposes intended and that the expenditure conforms to the authority for such expenditure;

Confirm that-

- All reasonable precautions have been taken to safeguard the collection of revenue and the acquisition, receipt, issuance and proper use of assets and liabilities; and
- Collection of revenue and acquisition, receipt, issuance and proper use of assets and liabilities conforms to the authority;

Issue an audit report in accordance with Article 229 of the Constitution;

Provide any other reports as may be required under Article 254 of the Constitution; and

Perform any other function as may be prescribed by any other written legislation.

The Auditor General's reports are discussed by 2 main committees: -

- 1.Public Accounts Committees (PAC) for National and County Government accounts, and
- 2.Public Investment Committees (PIC) for accounts of State and County Corporations.

After discussions are complete, the Parliamentary and County Assembly committees with the assistance of the Office of the Auditor-General give recommendations. The entities concerned are required to implement these recommendations. The importance of oversight and accountability enshrined in the Auditor General Role cannot be gainsaid. It is important that we [#Wakilis](#) stay in tune to the public financial management in the Country especially as we head into the budget making for the upcoming Financial Year.

**The Author is an Advocate of the High Court of Kenya and Director Practice Standards and Ethics at the Law Society of Kenya**





# PUBLIC PROCUREMENT LAW AND PRACTICE

## **TRAINING NOTICE**



THE KENYA SCHOOL OF LAW

## **PUBLIC PROCUREMENT LAW AND PRACTICE**

**DATE:** 19–23 MAY, 2025  
**VENUE:** KENYA SCHOOL OF LAW, KAREN  
**LSK CPD POINTS:** 3

### **ABOUT THE COURSE**

The public procurement regulation in Kenya has undergone tremendous changes especially in the last 7 years. The changes have involved both legal and policy shifts, including enshrining public procurement issue into the Constitution of Kenya 2010.

From the era of “no regulation” spanning the period from pre-independence days to the year 2001, the public procurement regime has been transformed incrementally through the law, climaxing in its recognition in the Constitution of Kenya 2010. Article 227 of the Constitution sets the policy and tenor of public procurement regulation by declaring boldly the policy guidelines and the objectives to be attained through public procurement, which accounts for about 20-30% of the gross domestic product (GDP).

In accordance with the *Sixth Schedule* of the Constitution of Kenya 2010, Parliament passed the *Public Procurement and Asset Disposal Act*, No. 33 of 2015 to align the procurement function to the Constitution and Government policies. The new law was assented to on 18<sup>th</sup> December, 2015 and took effect on 7<sup>th</sup> January 2016. The Cabinet Secretary for National Treasury subsequently gazetted the *Public Procurement and Asset Disposal Regulations 2020* on 22<sup>nd</sup> April 2020 (Legal Notice No. 79 of 2020), but the Regulations took effect in July 2020.

‘PUBLIC PROCUREMENT LAW & PRACTICE’ is a 5-day course conceptualized and developed by the Kenya School of Law in response to unmet needs in the public procurement sub-sector. The goal of the course is to empower the participant by appreciating the legal and regulatory framework, the crucial changes introduced through legislation and through policy guidelines, as well as scrutinise the Constitutional imperatives in public procurement matters, thus equipping the participant with the requisite skills to handle procurement function and activities in their respective



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institutions. The participant will understand the roles of various players in the procurement value chain in the public sector. The course is suitable for policy makers, procurement managers, procurement officers, procurement clerks, members & other committees, of evaluation committees, corporation secretaries, legal officers, contractors and suppliers, procurement practitioners and legal practitioners.

### TRAINING FOCUS

Highlights of the course will be an interactive concrete discussion of:

- Public procurement policy and its impact on public procurement practice;
- Legal and regulatory framework of public procurement;
- Procurement strategy & planning
- The Public Procurement and Asset Disposal Act, No. 33 of 2015 & Regulations (2020);
- Compliance & ethical issues;
- A review of common risk areas in procurement;
- Disputes resolution: judicial interpretation of various procurement disputes;
- Learning from the past: challenges in implementing the law and policies.

By the end of the course the participant will be equipped to competently-

- a) **Explain** the policy imperatives of public procurement;
- b) **Apply** procurement rules to actual practice within the dynamic legal framework;
- c) **Apply** the legal requirements under the new Act
- d) **Develop and amend** internal procurement policies to align them with the legal and policy framework;
- e) **Manage** procurement legal risks;
- f) **Help** their respective accounting officers in effecting compliance with procurement law, policy and guidelines by their institutions.

Applicants are encouraged to register online at <https://services.ksl.ac.ke/web/signup> or download and fill the form at:

[https://www.ksl.ac.ke/wp-content/uploads/2018/04/CPD\\_REGISTRATION\\_FORM\\_.pdf](https://www.ksl.ac.ke/wp-content/uploads/2018/04/CPD_REGISTRATION_FORM_.pdf)

Money should be deposited in the **School's Account No. 202 2029 110, Absa Bank PLC, Absa Plaza Branch, Nairobi, Kenya**) and banking slips presented to the Finance office. Please note that we would wish to have your duly completed application form and proof of payment by **10<sup>th</sup> May, 2025** to enable us to adequately prepare for the course. Late applicants should confirm availability of space before paying for the course.

For more information, please contact Course Coordinator, Mr. Isaac Kuloba (Asst. Director, CPD), or Course Administrator Ms. Christine on: Tel: +254- +254(020) 2699581/6

Email: [cpd@ksl.ac.ke](mailto:cpd@ksl.ac.ke); [cmwanza@ksl.ac.ke](mailto:cmwanza@ksl.ac.ke) Website: [www.ksl.ac.ke](http://www.ksl.ac.ke)

ISAAC KULOBA  
FOR DIRECTOR / CHIEF EXECUTIVE OFFICER  
KENYA SCHOOL OF LAW







## CERTIFIED SECRETARIES COURSE



THE KENYA SCHOOL OF LAW

# CERTIFIED SECRETARIES COURSE

May 2025 Intake - Virtual Classes

Become a master of corporate governance with our comprehensive Certified Secretaries Course.

### Classes

Monday - Friday	1700hrs - 2100hrs
Saturday	As indicated on the timetable
Duration	3 months

### Cost

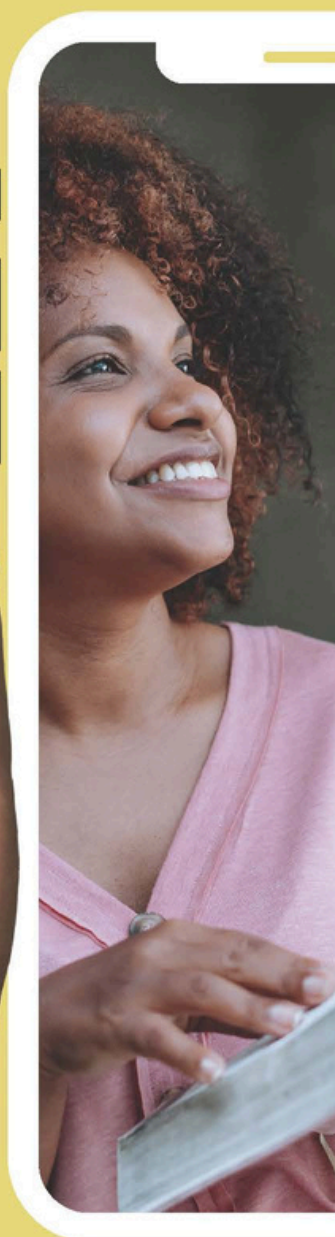
The cost per unit is Kes 7,500, Kes 8,000 and Kes 9,000 for the foundation, intermediate and advanced level respectively.

Visit [ksl.ac.ke](http://ksl.ac.ke) to check if you are eligible for exemptions.

Register Now

### GET IN TOUCH

0202699582/4 | [jacqueline@ksl.ac.ke](mailto:jacqueline@ksl.ac.ke) | [www.ksl.ac.ke](http://www.ksl.ac.ke)





LAW SOCIETY OF KENYA

# FEEDBACK SURVEY ON SERVICE DELIVERY

The Council of the Law Society of Kenya has initiated a survey to gather feedback on members' satisfaction with the service delivery at the Law Society of Kenya Secretariat.

The feedback collected will help us identify the gaps and improve on our services. Participation is voluntary, all responses will be kept confidential and will be used solely to enhance our operations and services.

- Members are hereby invited to participate in the survey
- which can be accessed on this link, [click here](#) to be
- received **on or before 21st March 2025.**

0799 595 800

[lsk@lsk.or.ke](mailto:lsk@lsk.or.ke)





## NOTICES

# TAX MATTERS FOR LEGAL PROFESSIONALS PROGRAM



## TAX MATTERS FOR LEGAL PROFESSIONALS PROGRAM

SCAN ME TO REGISTER



### Target Audience

Legal professionals who intend to build and enhance their knowledge and careers in Taxation are encouraged to attend.

#### Dates:

17<sup>th</sup>-21<sup>st</sup> March 2025

#### Venue:

Safari Park Hotel

#### Cost:

Kshs. 60,000(Exclusive of 16% VAT)

### Contact us



0709 752 727

(0715877539 , 0715877535 - KESRA Center),



kesratraining@kra.go.ke

@KESRA

Connect with us through our socials.....



[www.kesra.ac.ke](http://www.kesra.ac.ke)





## NOTICES

# LAW SOCIETY OF KENYA SACCO SOCIETY LTD

(REGULATED N-WDT)

Crawford Business Park,  
3rd Flr, Office Suite 23,  
State House Rd,  
Opp. State House Girls,  
Nairobi.

Dropping Zone : Box No.240, Embassy Hse, Basement Flr, Harambee Avn, Nairobi  
[info@lsksacco.co.ke](mailto:info@lsksacco.co.ke) | [www.lsksacco.co.ke](http://www.lsksacco.co.ke)



P.O.Box 6740-00100,  
Nairobi.  
Tel : 020 -514 6300  
Cell 0728 788 092

Date: 28<sup>th</sup> February 2025

TO ALL MEMBERS,

### YEAR 2025 ANNUAL GENERAL MEETING (AGM) NOTICE

Notice is hereby given that the Annual General Meeting (AGM) of LSK Regulated N-WDT Sacco Society Ltd will be held **virtually** on **Saturday 15<sup>th</sup> March 2025**, starting at **9.00 a.m.** to transact the following business.

### AGENDA:

1. To note attendance and apologies.
2. Confirmation of year 2024 AGM minutes.
3. Chairman's report.
4. Supervisory Committee's report.
5. Presentation of Financial statements and Auditor's Report for the period ended 31<sup>st</sup> December 2024.
6. Report from the office of the commissioner of Cooperatives.
7. **Resolutions:** To pass the following resolutions and others as contained in the 2024 AGM resolutions schedule.
  - (a) Consider and approve disposal of year 2024 surplus.
  - (b) To consider and approve budget proposals for year 2025-2026.
  - (c) To approve LSK Sacco borrowing powers.
  - (d) To consider and approve bad debts for write-off if any.
8. To appoint Auditors for the year 2025.
9. Elections:
  - (a) Election of three (3) Board Members
  - (b) Election of one (1) supervisory Committee Member.

**Candidates interested in the above positions (except those seeking re-election) should request and return a dully filled Nomination Form and The Fit and Proper Test Form (SASRA1/002) to the Sacco office at least seven (7) days before the AGM, subject to the qualification criteria as drawn in the SACCO By-laws and the SACCO Societies (Non-Deposit Taking Business) Regulations, 2020.**

10. To transact any other business for which a prior notice will be received by the Secretary, seven (7) days to the date of the Annual General Meeting.

**NB: The Virtual AGM link will be shared with members who will have registered through the members' portal (<https://www.webportal.lsksacco.co.ke>) to attend the meeting. Registration guidelines will be shared on or before 3<sup>rd</sup> March 2025.**

**By the order of Board of Directors.**

**KELLEN G. NJUE**  
**HON. SECRETARY**

CC: County Co-operatives Officer,  
Sub-County Co-operative Officer

### Board of Directors:

Justus M. Munyithya (Chairman), Caleb P. Nadebu (V. Chairman), Lawrence M. Mugambi (Treasurer), Kellen G. Njue (Secretary), Gladys W. Kinyanjui, Gad Gathu Kiragu, Boniface K. Mutwiri, Samuel M. Mwaniki, Jackson O. Awele .

### Supervisory Committee:

Collins Wanderi (Chairman), Joseph Makumi (Secretary), Salome Muhia (Member)

*"Akiba yako, jukumu letu!"*



## NOTICES

# THE ROAD SAFETY POLICY FORMULATION REVIEW AND VALIDATION WORKSHOP



INTRINSIC KENYA TECHNOLOGIES  
P.O Box 2221-00200  
Tel: 0773541951,  
Mobile: 0726077482  
E-Mail: [intrinsicke07@gmail.com](mailto:intrinsicke07@gmail.com);  
WEBSITE: [www.intrinsic.co.ke](http://www.intrinsic.co.ke)  
KENYA|USA|

OUR REF: RS /2025-03

18<sup>TH</sup> FEB, 2025

The Chief Executive Officer  
Law Society of Kenya  
P.O Box  
Nairobi.

Dear Sir/Madam,

**THE ROAD SAFETY POLICY FORMULATION, REVIEW AND  
VALIDATION WORKSHOP TO BE HELD AT SEO HOTEL, MACHAKOS  
17<sup>TH</sup>-19<sup>TH</sup> MAR 2025.**

Intrinsic Kenya Technologies Limited has developed a 3-Day Meticulous Road Safety Policy Validation Workshop for the Road Safety Committees to assist them formulate and implement Road Safety Mainstreaming programs as guided by the NTSA Road Safety Policy guidelines.

The Institution will also benefit from this by having their road safety committee members trained on assuming individual roles towards design, adoption and validation of the work place road safety mainstreaming policy areas for implementation, and be assisted by coming up with their mandate-aligned safety programs.

Nominated members are encouraged to complete the attached registration form and submit it to [intrinsicke07@gmail.com](mailto:intrinsicke07@gmail.com). For reservations and further inquiries, they can also contact Cynthia on 0726077482.

Yours sincerely

**Carolyn Sierra**  
**Managing Director**





## NOTICES

CONTD...

### **INTRINSIC KENYA TECHNOLOGIES- REGISTRATION FORM**

**THE ROAD SAFETY POLICY FORMULATION, REVIEW AND  
VALIDATION WORKSHOP TO BE HELD AT SEO HOTEL, MACHAKOS  
17<sup>TH</sup>-19<sup>TH</sup> MAR 2025.**

No.	Names of nominees	CONTACT DETAILS ( E-mail Address and Mobile Number)	Kindly Tick ✓	Gender/PWD				
			Male	Female	PWD/ TYPE			
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
Name of Institution/Organization								
	Expectation from the training?							
	<p><b><u>Registration Payments:</u></b> <b>Workshop fee is Ksh 45,000+ VAT= 52,200- per participant.</b></p> <p>All Cheques to be addressed in favor of: <b><u>Intrinsic- Kenya Technologies</u></b> A/C. No. 01148124575900, Co-operative Bank of Kenya, Moi Avenue Branch- Nairobi. IFMIS NUMBER: 1064148 E-mail: <a href="mailto:intrinsicke07@gmail.com">intrinsicke07@gmail.com</a> Tel: 0773541951-0726077482</p>							



## HANSARD ASSOCIATION OF KENYA

### 7<sup>TH</sup> ANNUAL CONFERENCE 2025

#### Call for Papers and Presentations

The Hansard Association of Kenya (HAK) is a professional association founded in 2014 and brings together professionals and practitioners involved in the production of verbatim reports. The Association draws its principal membership from Hansard professionals in the national and county legislatures in Kenya. Corporate members of the Association include other institutions involved in verbatim reporting such as the Judiciary and the National Land Commission. Hansard professionals from regional legislatures are associate members of HAK.

The Association will hold its 7<sup>th</sup> Annual Conference in May 2025 under the theme: **The Place of Hansard in Good Governance and Advancement of Democracy**. HAK invites Hansard professionals, other professionals involved in verbatim reporting, legislative officers, the academia, researchers, publishers, civil society organisations, and the general public to submit **abstracts for papers** and **briefs of presentations** for the upcoming 7<sup>th</sup> Annual Conference. The abstracts and briefs should address the main theme of the conference, with particular focus on any of the following **sub-themes**:

1. **Languages Use in the Hansard and Good Governance.**
2. **Technology, Accessibility and Hansard Reporting.**
3. **Hansard and Public Participation in Governance.**
4. **Staff Wellness beyond the Workplace.**

Under the first sub-theme, participants are expected to particularly focus on **the use of Kiswahili in legislatures** and the impact of such use in promoting good governance. In addition, authors and presenters may explore the **limitations and opportunities in the use of English and Kenyan Sign Language** in legislatures. The conference also welcomes papers and presentations focused on **questions around translation** between the two main languages used in legislatures, as well as how **vernacular intrusion** or interference affects **meaning and interpretation** in the context of verbatim reporting.

In light of the avalanche of technological advancements, driven by developments in artificial intelligence and other tech-related discoveries, the second sub-theme

*The 7<sup>th</sup> HAK Annual Conference: The Place of Hansard in Good Governance and Advancement of Democracy*





## NOTICES CONTD...

calls on authors and presenters to reflect on **the place of technology in facilitating the production of and access to verbatim reports**. Papers and presentations may also focus on the impact that technological revolutions may have on **the future of parliamentary reporting**. Papers and presentations on the latest discoveries in verbatim reporting are also welcome.

The third sub-theme focuses on the utility of Hansard reports as **a repository for enabling and documenting citizen participation in governance**. Participants may reflect on whether the Hansard is a tool that facilitates public participation and how the facilitation may be achieved, and whether and how reporting public participation forums in the Hansard contributes to better governance and enhances democracy. Further, participants may reflect on the significance of the Hansard to civil society organisations and the general public in **tracking performance and enforcing accountability in governance**.

Inasmuch as technology assists in Hansard production, it is no-brainer that the work is primarily undertaken by human professionals. The fourth sub-theme is biased towards the **welfare and wellness** of professionals involved in verbatim reporting, especially considering the nature and environments of their work. The theme calls for papers and presentations that deal with various aspects of wellness in and out of the workplace. Participants may explore issues in **mental health and wellness, physical wellness, financial wellness, and social wellness and networking** beyond the workplace, and how these affect the professionals as human beings.

### Guidance to Presenters

The abstract or brief should contain a maximum of 300 words and include the name, affiliation and contact of the author or presenter. Abstracts and briefs should be typed in a 1.5-spaced, 12-point word document and submitted to **[hak.kenya254@gmail.com](mailto:hak.kenya254@gmail.com)** by Friday, 21<sup>st</sup> March 2025. Accepted papers and presentations will be published in the inaugural issue of the *HAK Journal*.

### Important Deadlines

✚ Submission of abstracts/briefs:	21 <sup>st</sup> March 2025
✚ Feedback on abstracts/briefs:	25 <sup>th</sup> March 2025
✚ Submission of papers/presentations:	30 <sup>th</sup> April 2025

For any clarifications, please feel free to contact the following HAK officers:

**Vincent Nyamache**  
HAK Secretary  
0728 574 485

**Ndilai Resian**  
HAK Organising Secretary  
0721 687 710

*The 7<sup>th</sup> HAK Annual Conference: The Place of Hansard in Good Governance and Advancement of Democracy*



## FILING OF 2024 INCOME TAX RETURNS

The Law Society of Kenya is in receipt of communication from the Kenya Revenue Authority (KRA) to disseminate to the members, the filing of 2024 Income Tax Returns to ensure compliance with the 2024 Income Tax Returns obligations. Consequently, the Membership is reminded that the tax filing period for the year 2024 commenced on 1st January 2025 and will end on 30th June 2025.

In addition, KRA is seeking cooperation in facilitating employee compliance by ensuring the timely issuance of P9 forms, enabling them to file their returns ahead of time.

Please find below a link providing detailed guidance on how to file 2024 Income Tax Returns: <https://www.kra.go.ke/file-mu-returns> For further assistance, please contact us on Tel: +254 (020) 4999 999 or +254 (0711) 099 999, Email: [callcentre@kra.go.ke](mailto:callcentre@kra.go.ke) or visit any of our Support Centers across the country.

KRA appreciates the diligent commitment of taxpayers in fulfilling their tax obligations.





UPCOMING EVENTS

## COMMONWEALTH LAW CONFERENCE 2025



**COMMONWEALTH**  
LAW CONFERENCE 2025

SAVE  
THE DATE  
6th-10th April  
2025



**VisitMalta**  
Incentives & Meetings



UPCOMING EVENTS

## 38TH LAWASIA CONFERENCE 2025



### 38<sup>th</sup> LAWASIA Conference 2025

11 - 13 October 2025 | Hanoi, Vietnam



**SAVE THE DATE!**  
**38th LAWASIA Conference 2025** 📢

**LAWASIA & the Vietnam Bar Federation** are proud to present the  
**38th LAWASIA Conference 2025 in Hanoi, Vietnam!**





**LAW SOCIETY OF KENYA**

**Law Society of Kenya  
Lavington, Opposite Valley Arcade, Gitanga Road  
P.O BOX 72219- 00200  
Nairobi, Kenya**

**Phone Number: 0799 595 800**

**Email: [lsk@lsk.or.ke](mailto:lsk@lsk.or.ke)  
[www.lsk.or.ke](http://www.lsk.or.ke)**